



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY
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August 31, 2005

The Information Services Board
Liaison to the Board
P.O. Box 42445
Olympia 98504-2445

Dear Members of the Information Services Board:

The Department of Ecology is pleased to electronically submit its updated IT Portfolio at <http://www.ecy.wa.gov/services/as/itportfolio/itporttoc.htm>. Consistent with the instructions from DIS, Ecology's 2005 IT security and disaster recovery / business resumption plans are included in the IT Portfolio by reference only. Certifications and comments regarding each of the three documents are provided below.

Annual IT Portfolio Update

Ecology has completed the annual review and update of our IT Portfolio in conjunction with the agency's 2005-2007 detailed program planning. This update included: (1) the addition of data on FY 2005 actual expenditures and FY 2006 planned expenditures submitted via DIS' e-Portfolio application (Section 3) and (2) an update of current and planned projects/investments (Sections 4 and 5).

Ecology has implemented the ISB's geographic information technology standards.

IT Security Program

In the past year Ecology has continued to review IT security processes, procedures, and practices and to make appropriate updates to our Security Program.

Ecology submitted its 2003 IT Security Plan to the State Auditor's Office (SAO) in October 2003 for the agency's first audit as required by the Information Services Board's IT Security Policy. Although Ecology was pleased to receive a "good grade" from the SAO, with only five audit exceptions, we understood we still had much work to do to complete the agency's IT Security Program. To this end, Ecology has completed or is nearing completion of the following activities:

- In August 2004, Ecology adopted a major revision to our IS security policy, Administrative Policy 11-52, "Securing Ecology's Information Systems". Attachment A of that Policy defines responsibilities of the agency's computer system users, the Network Services Manager, the Information Services Security Team (ISST), Ecology System Administrators, and others. The ISST is nearing completion of revisions to Attachment A.
- Ecology is now or in the next several months will be in compliance with the ISB IT Security Standards addressed by the State Auditor's Office in seven of the ten exceptions and suggestions from the 2003 SAO audit of Ecology's IT Security Plan.

Since August 2004, Ecology has implemented a number of measures to increase the security of its staff, facilities, and IT resources. Some of these measures directly addressed the exceptions and suggestions of the 2003 audit:

Network

- Filled the IS Security Officer vacancy.
- Finalized Ecology's security awareness curriculum and implemented the security awareness training program.
- Implemented password hardening and user lockout after five failed login attempts.
- Received funding for an intrusion detection solution and began research to acquire an appropriate Ecology solution.
- Implemented local administrator account password changes for Lacey Building workstations
- Initiated research and testing related to an agency-wide anti-spyware solution.
- Purchased software and hardware to study Internet Security Acceleration (ISA) server to improve the security of the e-mail system.

Applications and Data

- Migrated appropriate Internet applications to Fortress, DIS' secured access environment.
- Eliminated unused/out-dated user access/permissions to database servers.
- Reviewed backup procedures for Internet, GIS, and image data.
- Developed and distributed a phone tree for use in case of failure and/or security violations and loss.
- Reviewed Internet server patch management methods implemented by DIS Windows Server Group for best practice and timely updates (quarterly basis except for critical patches).
- Drafted Application Security Guidelines.
- Moved production database disks to RAID 1 0 configuration for redundancy.

Desktop Computers

- Established procedures to ensure hard drives are cleaned before equipment is surplus.
- Implemented a Lacey Building SUS server to automatically distribute and install critical patches on workstations at all Ecology's critical facilities.
- Initiated testing of software that would provide protection against spyware and adware.

Security of Ecology Facilities, Ecology Personnel, and IT Resources

- In response to a Governor's Directive, in 2005 Ecology completed a Terrorism Self-Assessment and a set of Terrorism Protective Measures (both per Emergency Management Division guidelines) for each of the agency's five critical facilities: (Lacey Building; Northwest, Central, and Eastern Regional Offices; and the Nuclear Waste Program's Richland Office. These identified measures that need action before they can be implemented and we are working to complete these actions.

Disaster Recovery / Business Resumption Plan

In the past year Ecology has continued to perform maintenance, testing, and update of our disaster recovery / business resumption plans.

With respect to recovery of IT services alone, since last August Ecology has increased the capacity of its existing tape backup system, funded new and more effective backup systems for the agency's Regional Offices, and implemented backup systems in three of its field offices: Vancouver, Richland, and Bellingham. However, most of Ecology's emergency planning activities since August 2004 have focused on mitigation, preparedness, and response rather than on recovery and continuity that will be the major focus in 2006. These mitigation, preparedness, and response activities are described below.

In late summer 2004 Ecology hired a consultant to assist in developing a Comprehensive Emergency Management Plan (CEMP), an All-Hazards Mitigation Plan (AHMP), and a Terrorism Incident Management Plan (TIMP). The consultant completed drafts of the three plans in the spring of 2005 and Ecology staff are revising and completing these documents.

As part of its development of a CEMP, Ecology has identified Ecology positions and incumbent staff who will serve in Incident Command System (ICS) positions at each of Ecology's five critical facilities. ICS training of these staff was initiated in the spring of 2005. In October, 2005 training in the form of tabletop exercises will be conducted at the Lacey Building, and at the Northwest, Central, and Eastern Regional Offices.

To assist Ecology continue or resume its most critical business activities in an orderly manner following an incident or disruptive event, in late 2004 Ecology classified its business and administrative activities into three tiers. The first tier includes the Ecology activities that must be operational within the first 24 hours following an incident. The second tier includes those that must be operational between 24 hours and 2 weeks following an incident. Ecology will focus its business continuity/resumption efforts on the activities in these two tiers.

In 2005, the Department of Information Service (DIS) invited agencies to participate in its new Business Continuity (BC) initiative. Ecology participated in an interagency team to select a business continuity software tool in the spring of 2005 and also contributed financially to the acquisition of the tool. Beginning in September, Ecology will participate in a six-month Academy project with bi-monthly classes to learn how to use the tool and begin gathering business continuity information for use at the agency and enterprise levels.

During participation in the Academy, each agency will develop a BC plan for one of its business activities. The activity Ecology has selected for this purpose is Spill Response. Related administrative activities (e.g. purchasing, contracting, payroll, and IT) also will participate in Ecology's Academy activities.

Following completion of the Academy, Ecology will begin developing a BC plan for each of the other business activities in Tiers 1 and 2.

My staff appreciates the continuing assistance of David Koch, the DIS Senior Technology Management Consultant for Ecology, in preparing the above-referenced plans and his ongoing participation in Ecology's IT Executive Steering Committee.

If any member of the ISB has questions about our plans, please do not hesitate to contact either me (360-407-7001) or Carol Fleskes (360-407-7012), Administrative Services Director.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay J. Manning", with a long horizontal stroke extending to the right.

Jay J. Manning
Director